



DATABASE ADMINISTRATOR

Characteristics of Work

The positions in this family are responsible for the design, implementation, management, and maintenance of enterprise databases and database system applications. To varying degrees at different levels, these positions must understand the structure and logic of databases, how the databases are linked together, and how they impact other business systems. Incumbents are also responsible for the security, quality and integrity of the data resources in assigned databases. While there are common underlying capabilities required in this family, roles of incumbents will be based on their overall focus in the application of their capabilities.

Database Administrator is the specialist level where incumbents are responsible for overall design, monitoring, administration and integrity of a major database or several less complex databases. Incumbents at this level may be responsible for establishing data standards, developing database protocols, monitoring user usage, performance, resource utilization, and database security. They have a high degree of technical proficiency in the design of database applications and are fully knowledgeable of the operating and data relationships between their assigned databases the other operating or applications systems. They provide technical guidance and leadership for less senior database staff and also serve as a resource to senior management staying abreast of technology trends and evaluating and recommending new database management products and/or technologies.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Designs and creates databases and database system applications.

Provides technical expertise on the database management system to user and technical personnel.

Monitors database transactions to ensure correct usage of the database.

Designs, documents, and implements recovery procedures for databases.

Develops and monitors procedures for updating data dictionaries.

Trains user groups in the protocols involved in updating and accessing the database.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Trains developers in the protocols involved in updating and accessing the database.
2. Designs and implements database backup and recovery procedures.
3. Designs and creates databases.

4. Carries out database performance and tuning tasks for agency-specific databases.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four year college or university in computer science, data processing, business information systems, or a related field;

AND

Experience:

Six (6) years of directly related experience.

OR

Education:

An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee;

AND

Experience:

Six (6) years of directly related experience.

OR

Education:

An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field;

AND

Experience:

Eight (8) years of directly related experience.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Ten (10) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals, ICCP, certificate based on successful completion of an examination may be substituted for one (1) year of the required experience (certificate must be attached).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.